

## CY2020 Pine Tree Development Zones (PTDZ) But For Letter Contents

Thank you for the interest in Maine's tax incentive programs.

A company's **But For** letter must include the required But For language, and **effective December 13, 2018, Title 30-A §5250-I (17)(A) also requires But For letters to be signed and notarized.** The But For letter's statutory requirements can be found in the sample But For letter provided at <https://www.maine.gov/decd/business-development/tax-incentives-credit/pine-tree>.

It is vital a company confirms DECD is in receipt of the final/signed But For letter **BEFORE** publicly announcing its relocation, expansion or start-up.

The But For letter must also include the following information:

- Location and county of expansion or start-up;
- Real and personal property investment amounts;
- Number of net new positions to be created along with associated wages and benefits; and,
- The eligible sector(s), e.g.:
  - Advanced Technologies for Forestry and Agriculture
  - Aquaculture and Marine Technology
  - Biotechnology
  - Composite Materials Technology
  - Environmental Technology
  - Financial Services
  - Information Technology
  - Manufacturing
  - Precision Manufacturing

An appropriate, authorized individual should sign the letter on the business' behalf. He/she may be the owner of a sole proprietorship; general partner authorized to act for all partners in a partnership; or, the CEO or primary owner/officer of a corporation. **The person who signs the letter should also be the person who completes the required But For letter's notarized section.**

Address the letter to DECD, Tax Incentive Programs Division, 59 State House Station, Augusta, ME 04333-0059. The letter can be mailed to this address or a PDF can be e-mailed to [decntaxincentives@maine.gov](mailto:decntaxincentives@maine.gov).